

Updated April 2023



## **PTU Coordinators, 2023-2024 School Year**

### **Benefits of Being a PTU Coordinator:**

- Opportunity to get more involved in PTU leadership and decision making
- Complimentary PTU membership and all associated discounts and benefits
- No additional volunteer requirements

### **PTU Coordinator Responsibilities:**

- Carry out Compulsory Initiatives as identified - option to add additional activities/initiatives
- Attend Executive Board Meetings on a quarterly basis
- 1 year commitment

### **PTU Coordinator Opportunities:**

Liturgical Living Coordinator: Develop and implement faith-based events and giveaways based on the feasts and seasons of the Catholic Liturgical Year.

Compulsory Initiatives:

- Back to School Faith Initiative
- Feast of St. Michael Student Giveaway (Sept. 29)
- Feast of All Saints Giveaway (Nov. 1)
- Feast of St. Nicholas Giveaway (Dec. 6)
- Lenten Pretzel Giveaway

Welcome/Sunshine Coordinator: New family outreach and outreach throughout the year for families that need support as identified by teachers/school community.

Compulsory Initiatives:

- Distribute Yard Signs to new school families and Kindergarten families.
- Outreach to new school families at start of year and quarterly touch base
- Host Kindergarten meetup in August for new kindergarten families
- Facilitate gift/giftcard/or similar to "in-need" families as identified by school staff
- Welcome gift (yard sign etc.) for students that transfer during the year.
- New baby congratulations cards/bib for SMS families

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Teacher Appreciation Coordinator(s): Facilitate treats for teachers/staff at both campuses throughout the school year.

Compulsory Initiatives:

- Collect and distribute Faculty & Staff Favorite Things Information Sheets to parents
- Birthday Cards for teachers/staff throughout the year
- Back to School Breakfast (August)
- Facilitate and distribute Spirit Wear Order (Sept)
- National Custodian Day Gift (10/2)
- Teacher Luncheon and Priest gift during Catholic Schools Week (Jan)
- Pi Day Luncheon (3/14)
- Administrative Assistant Day Gifts (4/26)
- Principal Day Gift (5/1)
- Teacher Appreciation Day Gift (5/9)
- School Nurse Appreciation Day Gift (5/10)

Student Appreciation Coordinator: Facilitate treats for students throughout the year

Compulsory Initiatives:

- Back to School Student treat (August)
- Polar Express Day (bells, golden tickets at both campuses, Pancake lunch at Main Campus) (December)
- Catholic Schools Week Student Treat (January)
- Coordinate First Communion Photographer and complimentary photo gift (May)
- Distribute gift for students who make their Confirmation (May)
- 8<sup>th</sup> Grade Family Ornament distribution at Graduation Reception (May)
- End of year Student Treat (May)

Middle School Coordinator: assist in planning events and giveaways that appeal to or pertain specifically to middle school students

Compulsory Initiatives:

- Provide feedback as needed by Executive Board to meet needs of middle school students and families
- Plan Middle School Dance (March)
- Work with 8th grade to create custom T Shirt for 8<sup>th</sup> Grade Students (TBD Contact 8th grade Homeroom Teacher)
- Initiate/Assist 7<sup>th</sup> Grade families with Graduation Reception (May)

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Preschool Coordinator(s): provide guidance on events and giveaways that appeal to preschool students and facilitate PTU events that happen at the Preschool Campus outside of school hours.

Compulsory Initiatives:

- Preschool Meetups for 3 year old and Pre-k at preschool campus (August)
- Playground playdate after school (September)
- Trunk of Treat Event (October)
- Parent Coffee Morning (November/December)
- Easter Egg Hunt (April)
- Playground playdate after school (May)

Event Coordinator: Interested in event-planning but not ready for the executive board? Get your feet wet with these “starter” events. Event volunteers will be recruited.

Compulsory Initiatives:

- Organize Mother/Daughter Cookie Decorating OR Painting event (Nov)
- Organize Parent/Child bowling event (Father/Daughter or Mother/Son depending on current rotation) (March)
- Co-Chair St. Nick Shop and run at Preschool Campus (Dec)

Community Outreach Coordinator (s): Help SMS interact and showcase our school within the larger community. Committee members will be recruited.

Compulsory Initiatives:

- Brecksville Memorial Day Parade Float
- Independence Home Days Parade Float
- At least one of the following events as schedule allows: Brecksville/Independence Home Days, St. Michael and St. Basil Parish picnics
- Walk to School Day Liaison - coordinate with school staff (October)
- Catholic Schools Week Community Day Event (January)
- Earth Day Community Event (April)

Parent Engagement Coordinator(s): Provide events and services specifically for parents of SMS Students:

- Organize 1 parent-only event (Trivia, Murder Mystery etc.) in the Fall/Winter
- Organize one parent education event (ie: web safety)
- Offer one faith enhancing program or speaker (ie Lent program, speaker similar to Flourish)